



JOB DESCRIPTION

Job Title:	Sports Coach
Grade:	Grade 6
Responsible To:	<i>Headteacher/ PE Lead</i>
Key Relationships/ Liaison with:	Headteacher / Head of School / Classroom Teachers/ Support
Job Purpose:	To deliver high quality sport provision under the guidance and instruction of the PE lead/SLT

MAIN DUTIES AND RESPONSIBILITIES

1. Demonstrate a highly professional approach to everyday work.
2. Be aware of professional standings and maintain professional distance.
3. Work independently demonstrating initiative and pro-activity.
4. Work as part of a team.
5. Develop and maintain efficient record keeping systems.
6. Problem solving abilities.
7. Communicate with a range of audiences including colleagues and representatives from the trust and other organisations
8. Identify work priorities and manage own workload to meet deadlines whilst ensuring the lower work priority work is kept up-to-date.
9. Maintain positive behaviour and inclusion in accordance with school policies and demonstrate good practice in the classes taught with regard to attendance, punctuality, behaviour and respect.
10. Show sensitivity and objectivity in dealing with parents, members of the school community and visitors.
11. Demonstrate a commitment to Equal Opportunities and inclusive practice
12. Be willing to participate in further training development opportunities offered by the school to further knowledge and skills.

SPORTS COACH RESPONSIBILITIES

13. Working with the PE lead to deliver planned curriculum-based PE sessions for pupils in EYFS, KS1 & KS2.
14. Work closely with teachers, to share issues and concerns.
15. Assist PE leads to produce weekly plans for classes and be flexible with plans as appropriate.
16. Ensure Health and Safety checks for PE equipment are completed on a daily, weekly and annual basis as per school procedures.
17. Contribute to the assessment of pupils' progress and under the guidance of the class teacher/ PE Lead , assist the maintenance of appropriate records.
18. Assist PE lead in monitoring pupils' progress, working with class teacher to adapt any agreed approach to meet particular needs.
19. Liaise and plan with the teacher to support pupils throughout the school at all times.
20. Organise and deliver an activity to groups pupils during lunchtime.
21. Working with SENDCo help provide additional care for pupils with particular needs (learning, behavioural, physical, mental) as part of a planned programme and assist in maintaining records.
22. Build and maintain safe and positive relationships with pupils, ensuring the care, health and welfare of children at all times.
23. Report any concerns regarding child protection or children's welfare to the Designated Safeguarding leads
24. Take part in school activities, e.g. playground duties and visits.

THE QUALITY OF PROVISION

25. Assist in the provision of activities for the pupils to encourage their physical, intellectual, emotional and social development.
26. Assist teaching staff and/or other specialist staff in devising and implementing individual learning programmes for particular pupils.

OTHER RESPONSIBILITIES

27. In addition, to undertake such duties of a similar nature as may be reasonably directed by your line manager from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

EQUAL OPPORTUNITY

28. The Post holder will be expected to carry out all duties in the context of and in compliance with the Trust's Equal Opportunities Policies.
29. Liaise with Sports Partnership.

SPECIAL FACTORS:

(Please delete/add where appropriate)

Subject to the duration of the need, the special conditions given below apply :

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a DBS check being carried out at an Enhanced level by the Disclosure Barring Service regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Discovery Schools Academies Trust Ltd is an inclusive employer.

PERSON SPECIFICATION

School:

Job Title: Sports Coach

Grade: Grade 6

Post Number:

	Essential	Desirable	How assessed
<u>Qualifications</u> <ul style="list-style-type: none"> Sports related Degree Lead Coach: UKCC Level 2 or above 	✓	✓	App/Doc
<u>Experience</u> <ul style="list-style-type: none"> Experience of coaching a range of sports 	Coached to Club level	Coached in a school setting	App/Int/ Ref
<u>Knowledge</u> <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures. 	✓		App/Int/ Ref
<u>Skills/Attributes</u> <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills. Empathy with children and young people. Ability to work effectively as part of a team. 	✓ ✓ ✓ ✓		App/Int Int/Ref Int/Ref Int/Ref
<u>General Circumstances</u> <ul style="list-style-type: none"> Attendance - evidence of regular attendance at work. An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓ ✓		App/Ref/ Med App/Int
<u>Factors not already covered</u> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)